

(Call first to inquire about date availability before sending this form.)

**Threshold Group
Diane Hodges
8007 Entrada de Luz West
San Diego, CA 92127
Phone: 858-756-1936 -Fax: 858-756-9842
Cell phone: 858-775-2423
DrDeeH@aol.com**

Booking Form
(Complete and fax or mail)

About the Requestor:

Contracting Organization: _____

Contact Person: _____

Phone: _____

Home or Cell Phone: _____

E-mail Address: _____

About the Event:

Event Name: _____

Event Site and Address: _____

Date: _____

Facilitators: I will need people to:

- manage the room lighting
- obtain volunteers to participate in activities (for longer presentations)
- collect cards for prize drawings
- troubleshoot AV (hopefully, we won't need this!)

About the Presentation: (fill out this section for each presentation desired)

Topic or Title: _____

_____ **Keynote** or _____ **Workshop** (check one)

Approximate Size of Audience: _____

The audience will be comprised of: (check all that apply)

_____ Administrators _____ All district staff _____ Board Members
_____ Teachers _____ Students _____ Other _____
_____ Counselors _____ Parents

Start time: _____ **Ending time:** _____

What is in the room prior to my presentation? _____

When may I access the room to set up? _____

What is on the agenda immediately before my presentation (speaker, business meeting, announcements, break, etc)? _____

Introduction: Will someone introduce me or do you want me to do it myself? _____

Room Set-up:

The room will need to be set up with participants looking forward and have lighting conducive to using a PowerPoint presentation. **I will need to set up at least 1 hour in advance.**

Describe the type of room to be used and seating arrangement. _____

Handout masters should be sent to:

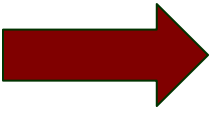
Name: _____

Email address: _____

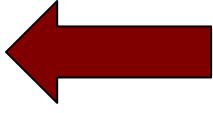
Postal address: _____

By this date: _____

Audio/Furniture Visual Needs:



- LCD projector
- **AV system with audio hookup (this is very important as there are videos and music so a sound patch needs to be connected to my laptop)**
- Screen large enough for the room and audience (no white sheets, please) For large groups 2 or more screens may be necessary. EVERYONE needs to see the screen.
- Podium on which to place a notebook
- Clip on microphone
- Hand held microphone for volunteers to use
- Small display table next to the podium



Other: Water at the podium

Travel Arrangements:

I will book my own coach flights.

The closest airport is _____

The approximate time from the **airport** to the **hotel** is _____

The approximate time from the **hotel** to the **event** is: _____

The approximate time from the **event** to the **airport** is: _____

Ground Transportation will be provided by (check one)

_____ one of our group members

Name _____ Cell phone # _____

_____ hotel shuttle

_____ taxi

_____ rental car

Hotel Accommodations: (check one)

_____ The organization will make the hotel reservation (**nonsmoking room and a hotel with a dining room, please**) (If there is a Hilton family of hotels available, that would be my first preference.)

_____ Diane will make her own hotel reservation. These hotels are geographically located near to the event and the phone numbers _____

Date(s) Check in: _____ Check-out: _____

Hotel name and location: _____

Phone Number: _____

Confirmation Number _____

Fees:

We agree to pay Diane Hodges a speaker fee of _____ made **payable to Threshold Group** plus expenses including airfare, parking, ground transportation, tolls, etc. A 50% non-refundable deposit is due upon signing this agreement, and **the remainder of the speaker fee is due on the day of the presentation.** Expenses reimbursement is due within 30 days after expenses are submitted.

Products: (Check all that apply)

_____ We would like to purchase the books at a discounted rate and sell them at retail to make a profit for our organization.

15% discount – unsold books in perfect condition are returnable

25% discount – books are not returnable

Note: book signing opportunities may be available.

_____ We will duplicate materials order forms to include with the handouts for participants.

_____ We would like to have Diane bring her materials and conduct the sales herself.

_____ We would prefer not to have Diane’s materials for sale at the event.

Other instructions about this event _____

Signatures:

_____	_____	_____	_____
Diane Hodges	Date	Organization Representative	Date